



June 2007

A RESOURCE FOR JOB CORPS DISABILITY COORDINATORS

Disability Program Best Practices

At the recent National Health and Wellness Conference held in Denver, several sessions included discussions of best practices related to creating an effective center disability program. Here are some best practices and strategies that really make a difference.

- ❖ *The Disability Coordinator role is shared!* The most effective team to share this position is the wellness manager and the academic manager. This complementary pair is able to ensure that both student health and learning needs are met.
- ❖ *Have Standard Operating Procedures (SOPs)!* SOPs describe staff responsibilities and contain documents to support the applicant file review and reasonable accommodation processes. All staff should be aware of the SOPs and be able to describe their role in the processes.
- ❖ *Collaborate with OA staff!* Joint trainings and regular contact between OA and center staff can foster change in overall student support.
- ❖ *Make disability part of orientation and CPP!* Disability Coordinators should present or provide information during new student orientation and CPP. Information on the disability program should be included in the student handbook. Pamphlets that describe the center's disability program should be available as well as those on other disability topics such as awareness, sensitivity, and etiquette.
- ❖ *Find community resources to help you!* Local county and city governments as well as area nonprofit organizations hold a wealth of knowledge and resources that many times come with no price tag. Ask local professionals to conduct training, join a round table discussion or be a presenter at a staff in-service. These resources will make a difference.
- ❖ *Develop a relationship with local vocational rehabilitation agency and/or other local agency!* Once students are ready to enter the workforce or move into higher education these resources can help them find employment.

- ❖ *Get acquainted with the Job Accommodation Network (JAN)!* JAN is a one-stop resource for reasonable accommodation questions and suggestions. The service is free and accessible to all staff.



- ❖ *Keep staff informed!* The best defense against breakdown in process is a knowledgeable staff. Offer staff training on various disability topics concerning the center whenever possible. Make staff accountable for the information by keeping them informed of any updates to the process. Offer new staff training to get them up to speed on program requirements and awareness.

Together each of these actions will provide a solid foundation for a successful center disability program. "The disability program is a team effort! Let's work together".

New Web Guidance Available

More people with hearing impairments are expressing an interest in and participating in the Job Corps program. In response, new web guidance to assist staff in supporting the needs of these applicants/students is available and provides:

- ❖ OA and center staff with information on the accommodation process for applicants and students who are deaf or hard of hearing
- ❖ Information on common accommodations
- ❖ Resource information
- ❖ Frequently asked questions

The guidance can be accessed from the disability website or directly at:
http://jcdisability.jobcorps.gov/html/hoh_overview.htm

Upcoming Disability Webinars

Thanks to all who have participated in the disability webinars over the past few months. Mark your calendars, summer webinar topics are in!

Career Technical Staff Webinar with Diane Peters, Vice President of Operations, TCE Digital Solutions.

Summary: A 1-hour webinar on June 29 will discuss the role of career technical staff in supporting an effective center disability program.

OA Staff Webinar with Pat Jackson, Regional Disability Coordinator, Regions 2 and 3, Humanitas, Inc.

Summary: This 1-hour webinar (offered twice--August 24 and 31) will provide information on how OA staff should (1) engage applicants in discussing accommodations needed to be successful on a Job Corps center and (2) collect disability-related information during the application process. This webinar will be repeated on a regular basis. Please share this information with your OA staff; promote it as a great opportunity for OA staff training.

Disability Coordinator Orientation with Sylvia Domagalski, Regional Disability Coordinator, Region 6, Humanitas, Inc.

Summary: This 1-hour webinar (offered twice--July 18 and 19) will assist new center Disability Coordinators with creating or reestablishing their center disability program. Topics will include file review, reasonable accommodation, data entry in CIS, and other program requirements. To allow for interaction and indepth discussion, this webinar is limited to 3-4 participants per session. Contact Kim Jones (see contact information below) for details on how to sign up for this webinar. (This webinar will be repeated on an as-requested basis.)

To sign up for webinars or obtain information on upcoming webinars, visit the homepage of the Supporting Students with Learning Disabilities Website.

To obtain information and presentations from previous webinars, trainings and conferences, visit

<http://jccdrcc.jobcorps.gov/ld/webinar>.

Job Corps Resources

Web Resources

Job Corps DisABILITY Website

<http://jcdisability.jobcorps.gov/>

Supporting Students with Learning Disabilities Website

<http://jccdrcc.jobcorps.gov/ld>

Mental Health Disabilities Website

<http://jcdisability.jobcorps.gov/extlnk/lnkframe.htm?http%3A//jchealth.jobcorps.gov/health-topics/mhd>

Job Accommodation Network (JAN)

<http://www.jan.wvu.edu/>

New Directives

PI 06-27 Reasonable Accommodation

http://jcdisability.jobcorps.gov/html/directives_disability.htm#pi0627

Welcome to the Regional Disability Coordinators

Each region now has its own part-time Regional Disability Coordinator to assist with disability-related program issues. If you have a question or need help establishing your program, contact your regional coordinator.

Regions 1 and 4, Boston and Dallas: [Shannon Bentley](#) (shannonbentley_rn@yahoo.com)

Regions 2 and 3, Philadelphia and Atlanta: [Pat Jackson](#) (pbjackson@outdrs.net)

Region 5, Chicago: [Michelle Day](#) (michelle.day@humanitas.com) and [Kim Jones](#) (kim.jones@humanitas.com)

Region 6, San Francisco: [Sylvia Domagalski](#) (sjdnurse@aol.com)